

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

<b>DUE DATE</b>	<b>DOCUMENT(S) REQUIRED</b>	<b>CITE</b>	<b>ENTITY</b>
July 1, 2013	PSA Enrollment Information Form (Form PSA-1)		EAA
July 15, 2013	Clock Hours Report Due Date (for previous SY)(DS-4168B or Educational Entity Master)	Pupil Accounting Manual	CEPI/ ISD
	At-Risk Funding Report Due (Sec 31a Funding)	MCL 388.1631a	MDE
July 27, 2013	2012-2013 4th Quarter Financial Statement (For PSAs operating in that SY)(Form PSA - 3)	MCL 380.503(6)(m)	EAA
July 30, 2013	Annual Operating Budget Submission and Transparency Data Posted to Website	MCL 388.1618	Website
August 13, 2013	Deadline for 2012-2013 Annual Education Report Posting	MCL 380.1204A	MDE
	PSA Employee Data Submission (Form PSA - 5)	MCL 380.503(6)(m)	EAA
	Certificate of Occupancy and Use Submission Deadline (Received from MI Dept. of LARA)	MCL 125.1513	EAA
	Deadline for Posting AYP and Accreditation Status	MCL 380.1280e	MDE
	Due date for Board-approved Legal Counsel Designee		EAA
	Due date for Board-approved FOIA Coordinator and FOIA policy		EAA
August 22, 2013	Charter School Planning Grant Application Due (First Round)(For 2014-2015 School Year)(EXPECTED DUE DATE)	MDE	MDE MEGS +
August 24, 2013	Scantron Performance Series® (PS) Schedule Submission (for Fall, Winter, and Spring PS Assessment periods)	Scantron	EAA and Scantron
	Assessment Coordinator Identification for all Assessments in SY 2013-14 (Form PSA-13)		EAA
September 1, 2013	2013-2014 School Improvement Plan (One District Improvement Plan may be submitted for PSAs that operate more than more than site)(Board Resolution Approving the Plan Must be Adopted)	MCL 380.1277	MDE Office of Field Services
	PSA Enrollment Data Form Due (Form PSA - 7)		EAA

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

September 4, 2013 - October 5, 2013	Scantron Performance Series® Diagnostic Testing (Assessment SP 1)	Scantron	Internal
September 23, 2013	Due date for Certifications regarding: (i) constitutionally protected prayer (ESEA); (ii) eye protective devices (MCL 380.1288); and (iii) Constitution day education (PL 108-447)		MDE MEGS +
	Due date for Board-approved Integrated Pest Management Plan	MCL 324.8316	EAA
	Due date for Board-approved Asbestos Hazards Emergency Response Act Management Plan	15 USC 2641 et. al	MI LARA
	Due date for Board-approved Student Handbook		EAA
	Due date for Board-approved Employee Handbook		EAA
September 30, 2013	Special Education Cost Report Deadline (SE-4096)	MCL 388.1618	MDE
	DS-4898: Preliminary Pupil Headcount Report for PSAs in 1st or 2nd Year or Adding Grade Levels		MDE
Oct-Nov	School Infrastructure Database; School-Wide Title I Participation		MI DMB - CEPI
	Deadline for MEIS/Single Record Student Database Electronic File (Contact Wayne RESA for due Date)		Wayne RESA/ CEPI
October 1, 2013	Michigan Nonprofit Corporation Annual Report Due (Pre-filled report will be sent to registered agent 90 days prior to filing deadline)	MCL 450.2911	LARA
	On-Line Learning Costs Report Due Date	MCL 388.1618	MDE
October 2, 2013	2013-2014 General Education and Special Education Student Count Day	MCL 388.1606	Internal
October 4, 2013	2013-2014 Preliminary Fall Head Count Report (Form PSA - 10)		EAA
October 7, 2013	Transportation Expenditure Report Due Date (MCL 388.1618)(SE-4094)	MCL 388.1618	MI DMB - CEPI
	Specialized and Regular Transportation Logs Due (Forms SE 4159-SL and SE 4159-RL)		MI DMB - CEPI
October 9, 2013 -	2013 MEAP Testing Window (Grades 3 though 9)	MCL 380.1279	Internal

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

October 9, 2013 - October 26, 2013	2013 Annual Assessment Period (Grades 1-5)(Must be nationally-recognized, norm referenced test)	MCL 380.1280b	Internal
October 11, 2013	Assessment Coordinator Verification Due Date (Form PSA - 11)(Assessment SP1)		EAA
	Annual A-133 Single Audit Due Date for Year ending June 30, 2012 (if over \$500k in federal funds expended)		EAA, MDE
October 15, 2013	Deadline for Public Presentation of the 2012-2013 Annual Education Report ( <i>For those PSAs operating in the 2012-2013 SY</i> )	MCL 380.1204a	Website
October 26, 2013	2013-2014 1st Quarter Financial Statements (Form PSA - 3)	MCL 380.503(6)(m)	EAA
Nov/Dec	Special Education Count on MI Compliance and Information System (MI-CIS)		Wayne RESA
November 1, 2013	Immunization Records Report	MCL 380.1177	Local Health Dept./ MDCH
November 2, 2013	Assessment Coordinator Verification Due Date (Form PSA - 11)(Assessment MEAP 1)		EAA
November 15, 2013	2012-2013 Audited Financial Statements and Management Letter (For those PSAs operating in that SY)	MCL 388.1618	WCRESA, MDE, EAA
	2012-2013 Reponse to Audited Financial Statement Findings and Recommendations		EAA
	2012-2013 Financial Information Database File	MCL 388.1618	MI DMB - CEPI
December 4, 2013	Registry of Educational Personnel Fall Report Submission Deadline	MCL 380.1230e	MI DMB - CEPI
November 14, 2013	Charter School Planning Grant Application (Phase 2)(For 2014-15 SY)(EXPECTED DUE DATE)		MDE MEGS +
December 31, 2013	Annual Audit Report and Online Qualifying Statement Deadline	MCL 141.2303	MI Department of Treasury
		MCL 141.424	

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

January 4, 2014	Transparency Reporting Certification Form (Form PSA -11)	<a href="#">MCL 388.1618</a> <a href="#">MCL 380.503(6)(m)</a>	EAA
January 7, 2014 - February 1, 2014	Scantron Performance Series® Testing Window (Assessment SP 2)	Scantron	Internal
January 11, 2014	Charter School Planning Grant Application Due (Second Round)	MDE	MDE MEGS +
January 25, 2014	2015-2016 Application to Operate PSA (Forms PSA - 12a - 12d) (For entities interested in operating a PSA in the 2015-16 School Year)(Refer to EAA PSA Start Up Master Calendar)		EAA
January 25, 2014	2013-2014 2nd Quarter Financial Statements (Form PSA 3)	<a href="#">MCL 380.503(6)(m)</a>	EAA
February 1, 2014	Immunization Records Report	<a href="#">MCL 380.1177</a>	Local Health Dept./ MDCH
February 4, 2014	Seat Time Waiver Due Date (Expected Due Date)		MDE
February 5, 2014	Charter School Planning Grant Application Due (Third Round - If Funding Available)(EXPECTED DUE DATE)	MDE	MDE MEGS +
February 8, 2014	Assessment Coordinator Verification Due Date (Form PSA - 11)(Assessment PS 2)		EAA
February 12, 2014	Supplemental Student Count Day	<a href="#">MCL 388.1606a</a>	EAA
February 14, 2014	2013-2014 Preliminary Supplemental Head Count Report (Form PSA - 9)		EAA
February 15, 2014	EXPLORE® and PLAN® ACT Schedule and Enrollment Form	<a href="#">Explore</a> <a href="#">Plan</a>	ACT
Mar-14	Deadline for MEIS/Single Record Student Database Electronic File (Contact Wayne RESA for due Date)		Wayne RESA/ CEPI

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

March 5, 2014 - March 7, 2014	2014 Michigan Merit Exam (Assessment MERIT 1)	MCL 380.1279g	Internal
March 5, 2014 - March 15, 2014	2013 EXPLORE (For 8th and 9th Grade) and PLAN (for 10th Grade) Testing Period (Assessment EXPLORE/PLAN)	Explore Plan	Internal
March 15, 2014	Assessment Coordinator Verification Due Date (Form PSA - 10)(Assessment MERIT 1)		EAA
March 19, 2014- March 21, 2014	2014 Michigan Merit Exam Make-Up (Assessment MERIT 2)	MCL 380.1279g	Internal
March 21, 2014	Assessment Coordinator Verification Due Date (Form PSA - 11)(Assessment EXPLORE/PLAN 1)		EAA
March 29, 2014	Assessment Coordinator Verification Due Date (Form PSA - 11)(Assessment MERIT 2)		EAA
April 26, 2014	2013-2014 3rd Quarter Financial Reports(Form PSA - 3)	MCL 380.503(6)(m)	EAA
	2013-2014 ACT Score Submission Form		ACT
April 29, 2014 - May 24, 2014	Scantron Performance Series® Testing Window	Scantron	Internal
May 24, 2014	2013-2014 Board Approved Letter of Engagement for Annual Independent Financial Audit (including A-133 Audit)		EAA
June	Deadline for MEIS/Single Record Student Database Electronic File (Contact Wayne RESA for due Date)		Wayne RESA/ CEPI
June 1, 2014	Deadline for Submission of Proposed 2014-2015 Annual Operating Budget (Form PSA - 6)	MCL 141.434 -MCL 141.440a	EAA
June 28, 2014	Notice of Hearing Posting Deadline for 2014-15 Budget Meeting (Form PSA - 4)	MCL 15.261 et seq	EAA, Website, and Office of PSA
		MCL 141.412	

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

June 30, 2014	Deadline for Public Hearing on 2014-15 Budget (Form PSA - 6)	<a href="#">MCL 141.434 et seq</a>	Internal
	2013-2014 PSA Annual Calendar of PSA Board Meetings (Form PSA-2)	<a href="#">MCL 15.265</a>	Website
	Consolidated Application for Title Funds and SIG program	MDE MEGS+	<a href="#">MDE MEGS+ Program</a>
	Registry of Educational Personnel End of Year Report Submission Deadline	<a href="#">MCL 380.1230e</a>	<a href="#">MI DMB - CEPI</a>
	School Infrastructure Database Due Date		<a href="#">MI DMB - CEPI</a>

**ONGOING REPORTING REQUIREMENTS**

2 Days prior to Posting	All Notices and Agendas of Board Meetings; Notices of Special Meetings must be accompanied by an affidavit attesting to compliance with the posting requirements of the Open Meetings Act	EAA
10 days after Board approval	All approved Board meeting agendas, minutes, and resolutions	EAA
10 days after Board approval	Amended Budget Resolutions	EAA
10 days after Board approval	Board Member Oaths of Office	EAA
Within 10 days of receipt	Any correspondence from MDE/Board of Ed. requiring a formal response	EAA
Within 10 days of receipt	Any correspondence from Health Dept. requiring a formal response	EAA
Within 10 days of receipt	Written notice of litigation or claims made against the Academy	EAA
Within 5 business days of receipt	Requests and Responses to Freedom of Information Requests	EAA
30 days prior to PSA Board Approval	Proposed Educational Management Company Agreements (or Amendments)	EAA

**REQUIRED BOARD POLICIES**

**CITATION**

Purchasing Policy	<a href="#">MCL 380.1267</a>
	<a href="#">MCL 380.1274</a>
Use of Medication Policy	<a href="#">MCL 380.1178</a>
	<a href="#">MCL 380.1178a</a>
	<a href="#">MCL 380.1179</a>
Harassment of Staff or Applicant Policy	<a href="#">MCL 380.1300a</a>
Harassment of Students Policy	<a href="#">MCL 380.1300a</a>
Search and Seizure Policy	<a href="#">MCL 380.1306</a>
Emergency Removal, Suspension and Expulsion of Students Policy (Must also include a separate policy for Special Education Students)	<a href="#">MCL 380.1309</a>
	<a href="#">MCL 380.1312(8)&amp;(9)</a>
	<a href="#">MCL 37.1402</a>

**2013-2014 Academic Year**

Rev: 2/28/2013

Pink Highlighted Items are Statutorily Required

**EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN  
PUBLIC SCHOOL ACADEMY MASTER CALENDAR**

Parent/Guardian Review of Instructional Materials and Observation of Instructional Activity Policy	MCL 380.1137
Board Member Reimbursement of Expenses Policy	MCL 380.1254
	MCL 388.1764b
Equal Access for Non-School Sponsored Student Clubs and Activities Policy	MCL 380.1299
Preparedness for Toxic Hazard and Absestos Hazard Policy	MCL 324.8316
	MCL 380.1256
Electronic or Wireless Communication Devices Policy	
Nondiscrimination and Access to Equal Educational Opportunity Policy	Multiple Statutory and Constitutional References
Academy Deposit Policy	MCL 21.146
Parental Involvement Policy	MCL 380.1294
Wellness Policy	42 USC 1751
	42 USC 1758
	42 USC 1766
	42 USC 1773
Integrated Pest Management Policy	MCL 324.8316
Open Meetings Act Policy	MCL 15.261 <i>et seq</i>
Freedom of Information Policy and Coordinator	MCL 15.231 <i>et seq</i>
<b>OTHER REQUIRED BOARD RESOLUTIONS (In addition to those required above)</b>	
Resolution Establishing Annual Meetings	
Resolution Establishing School Calendar	
Resolution Approving Annual Education Report	
Resolution to Nominate New Board Members	
Resolutions Approving All Contracts of the Academy	
Resolutions Approving All Required State Reports	
Resolution Approving Annual Budget and any Amendments Thereto	
Resolutions Approving all Agreements with Education Management Organizations or Educational Service Providers	
Resolution Approving Annual Maximum Enrollment	
Resolutions Approving Compliance with the Annual Transarency Reporting Requirements	
Resolution of Approval of the State Single Audit (If over \$500k in Federal Funds Expended)	
Resolution Approving the Contract to Operate a Public School Academy	
Resolution Approving Academy Board Legal Counsel	